

Name		
Address		
City	State	ZIP+4
Phone ()	E-mail address	
Company (optional)		

Select one class in each time frame by checking the corresponding box.

Tumwater

Workshop Registration

Friday, February 9, 2007

Mail copy of this registration form to:
Dept. of Labor & Industries
Attn: Shari Purves-Reiter
PO Box 44400
Olympia WA 98504-4400

OR FAX to: 360 902-5292
OR Call: 360 902-4733

PLEASE make Copy of this registration for your reference at the workshop.

Time	Room	Course Title	
7:30 AM	Check-in and networking		
8:00 AM			
<input type="checkbox"/>	Auditorium	Bidding, Estimating and the Bottom Line	1 Hour 25 Minutes
<input type="checkbox"/>	S126	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	S117	Accident Prevention / Safety	
<input type="checkbox"/>	S118	New Contractor Overview	
<input type="checkbox"/>	S119	Plumbing Contractors – Certification Requirements*	
<input type="checkbox"/>	S130	Everything You Wanted to Know About Your L&I Account	
9:30 AM			
<input type="checkbox"/>	Auditorium	Bidding, Estimating and the Bottom Line	1 Hour 25 Minutes
<input type="checkbox"/>	S126	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	S117	Accident Prevention / Safety	
<input type="checkbox"/>	S118	New Contractor Overview	
<input type="checkbox"/>	S119	Saving Money on Unemployment Premiums	
<input type="checkbox"/>	S130	Managing Claims to Control Your Industrial Insurance Costs	
11:00AM			
<input type="checkbox"/>	Auditorium	Cash Flow Management - Understand Your Business Financials	55 Minutes
<input type="checkbox"/>	S126	Tips on Handling the Difficult Customer	
<input type="checkbox"/>	S117	Electrical Licensing 101 *	
<input type="checkbox"/>	S118	Overtime and Break periods	
<input type="checkbox"/>	S119	Apprenticeship – How can it work for my company	
<input type="checkbox"/>	S130	Get Money Back from L&I – Say It's So!	
12:00PM	Lunch – on your own		
1:00PM			
<input type="checkbox"/>	Auditorium	Construction Contracts – What you should know!	1 Hour 55 minutes
<input type="checkbox"/>	S126	The Essentials of Small Business Planning	
<input type="checkbox"/>	S117	What Safety Rules Apply to my Business	
<input type="checkbox"/>	S118	Bid Preparation	
<input type="checkbox"/>	S119	How to Hire and Find Good Employees	
<input type="checkbox"/>	S130	Risk Management	
3:00 PM			
<input type="checkbox"/>	Auditorium	How do I Protect Myself and My Business?	2 Hours
<input type="checkbox"/>	S126	The Essentials of Small Business Planning	
<input type="checkbox"/>	S117	Hiring an Independent Contractor / Prime Contractor Liability	
<input type="checkbox"/>	S118	Prevailing Wage	
<input type="checkbox"/>	S119	Effective Marketing for Contractors	
<input type="checkbox"/>	S130	Plumbing Code Training – Part 1**	

☐ Please add my E-mail address to L&I List Serve to Receive – Quarterly Update newsletter

I learned of this workshop via: ☐ Mailing ☐ Newsletter ☐ Bldg. Assoc. ☐ Website ☐ Gov. Office ☐ Other _____

Classes will be located in the
Dept. of Labor &
Industries Building
7273 Linderson Way
Tumwater, Wa 98501

☐ *Yes, I want to obtain 4 hours of Plumbing Industry Related Continuing Education Credit which will require attending the two (*) required classes plus two others for a fee of \$48.00. (First four (4) time slots)

☐ **Yes, I will to attend the Code Training for 2 hours of Plumbing Code Continuing Education Credit for a fee of \$24.00.



Free Training for Construction Contractors

Where: Dept. of Labor & Industries Building
7273 Linderson Way
Tumwater, WA 98501

When: February 9, 2007, 8:00 AM – 5:00 PM
Check-in and networking begins at 7:30 AM

What are recent workshop attendees saying about the Contractor Training Days...

- .. *"I really enjoyed the workshop! Great learning opportunity and great instructors!"*
- *"As a new practitioner in this area, the presentation and handouts were excellent and very informative"*
- *"Thank you for this "free" opportunity to learn more and help our business"*

Don't miss out on this great training event! Fax in your registration today!

Course Descriptions and Presenters

Prevailing Wage (*Experienced contractor*) – Intents and affidavits on line, completing and filing. Scopes of work and prevailing wage rates – where to find them and how they are set. Certified payroll and other information you need to know when working on a public works project. Presented by Ramona Christiansen-Russell, Prevailing Wage Technical Specialist with L&I.

New Contractor Overview (*New contractor*) – Information on how to protect your contractor registration status: Model disclosure requirements, advertising as a contractor, exemptions, fraud reporting and violations. Presented by Dennis Yonker, Contractor Registration Technical Specialist.

Everything You wanted to know about your L&I Account (*New contractor*) - Learn what happens when you open your L&I account. What are risk classes and how are they assigned? Learn how rates are set and adjusted; how claims affect rates; what you can do to control your company's rates; and about the processes for filing your quarterly premium reports. Presented by Diane Doherty, Risk Manager, L&I.

Get Money Back from L&I – Say It's So! (*Experienced contractor*) - Yes, you can control and reduce your workers' compensation costs, and even get money back through the Retrospective Rating program! Learn tips and tools for your success, including hiring and training the right people for the right jobs; maintaining your accident prevention and safety plans; and appropriate and timely responses after an injury occurs. Find out about benefits, requirements and enrollment options for the Retro program. Presented by Ann Jarvis, Vice President of Safety & Education for Associated Builders and Contractors of Western Wa. (ABC), and a 30 year construction industry veteran, and Diane Doherty, Risk Manager with 19 years experience.

Managing Claims to Control Your Industrial Insurance Costs (*All contractors*) – Overview of the industrial insurance claims process for the new employer. We will help you understand your rights and responsibilities to protect workers from injury and what the processes are when an employee is hurt. "Light duty" and "return to work" opportunities, communicating with and getting the proper information to the claims manager and protest timelines and information. Presented by: Sue Callaghan, and Gary Delozier, Claims Unit Supervisors, Labor & Industries.

Overtime and Break Requirement (*Contractors with employees*) – Payment of minimum wage and overtime for hourly, piece rate and other payment methods. Exceptions from overtime, basic worker rights and an overview of the new provision in the Industrial Welfare Act on meal and rest periods for construction companies. In Seattle Presented Janis Kerns, Industrial Relations Technical Specialist Agency with L&I.

Saving Money on Your Unemployment Insurance Costs (*Contractors with employees*) – Rules and reporting requirements for businesses in Washington state that operate with Washington employees. Overview of how the Unemployment Insurance System works and how laid off workers effect UPI rates assigned and recent changes to the Unemployment Insurance Tax law. Presented by Sharon Hitt, Administrator Employment Security.

What Safety Rules Apply to my Business? (*All contractors*) – Overview of Chapter 296-155 WAC – Safety Standards for construction work, resources, tools and related standards. Presented by Jim Szpek, Labor and Industries Safety Consultant.

Accident Prevention Plans / Safety (*All contractors*) – Learn how a viable and comprehensive accident prevention / safety program save you money. Tools to develop or fine-tune your accident prevention program and ideas to develop a "Safety Culture" in your workplace. Presented by Jim Szpek, L&I, Safety Consultant.

Tips on Handling the Difficult Customer (*All contractors*) – A discussion of common customer service issues, including common customer complaints received at the Better Business Bureau and tips on handling the difficult customer. Presented by Marcella Kallmann, Public Relations Manager of the BBB.

Course Descriptions and Presenters, continued

Hiring "Independent Contractors" in Washington State / Prime Contractor Liability (*All contractors*) – Learn your requirements and responsibilities when hiring "independent contractors". This course will help you understand when you must meet safety standards, pay workers' compensation premiums, meet wage & hour requirements and pay unemployment insurance. You will also learn about potential liabilities for your Sub-Contractors Workers Compensation premiums. Presented by Doric Olson of Labor and Industries and a team of experts from L&I and Employment Security.

***Plumbing Contractors – What You Need to Know** (*All contractors*) – Proof of hours, what are the employer requirements, common causes that generate an audit and what is the difference between a trainee and an apprentice. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 4 year veteran of Labor and Industries. (Plumbing Industry Related CEU course)

*** Electrical Licensing 101** (*All contractors*) – What electrical work can a general contractor perform and when must electrical work be subcontracted. What is "Grand fathering"? How do you file complaints? Presented by Faith Jeffery, Electrical Licensing Manager. (Plumbing Industry Related CEU course)

State Taxes Sales, Use and B&O (*All contractors*) – Get your questions answered about use taxes, B&O filing and other useful information from the Department of Revenue. Presented by Linda Miller-Baldwin, Tax Payer Information Specialist with DOR's Taxpayer Education Section.

The Essentials of Small Business Planning (*New contractors*) – Practical approaches to small business planning and the importance of a business plan. Information will include key elements of a quality business plan and low or no-cost small business resources to assist you to start, run and grow your construction business. Presented by Paul Snare, Tacoma SCORE

Cash Flow Management - Understand Your Business Financials: (*All Contractors*) Determine and anticipate the cash flow needs of your business so you don't run out of money. Learn how to use financial statements as a management tool. Presented by Paul Snare, Tacoma SCORE

Bidding, Estimating and the Bottom line (*New contractors*) - The crucial skills of bidding and estimating – know all the costs to make an accurate bid that will cover labor, supplies, taxes etc., to ensure you have a profit built into each bid. Presented by Bruce Weech, L&I Specialty Compliance Supervisor and 15 year construction industry veteran.

Construction Contracts – What You Should Know! (*All contractors*) – Learn the benefits and advantages of using written contracts, the necessary and optional provisions and clauses building and remodeling contracts require and when and how to seek legal help. Presented by Sage Linn, Attorney with LinvilleUrsich, PLLC.

Bid Preparation (*All Contractors*) This class is designed to instruct contractors on how to prepare bids when proposing a price to the Private Sector; Commercial Business Enterprises, and State and Federal Government entities with emphasis on submitting bids that fall within the competitive range. Topics such as, Overhead, Prevailing Wage, Profit and other contracting terminology will be discussed. Presented by Gary Trujillo of the Small Business Administration (SBA), a 20 year veteran with combined procurement, business and teaching experience.

How do I Protect Myself and My Business? (*All contractors*) – Why you should or should not form a corporation, an LLC, a sole proprietorship. Get tips and information on protecting yourself and your business from liability and the tax consequences. Also learn how and when to limit competition by using non-compete and non-disclosure agreements in your business. Presented by Seth Millstein, attorney with Linville Ursich PLLC.

How to Hire and Find Good Employees (*All contractors*) Learn what resources are available to help find, screen, and hire new employees. Presented by Thurston County WorkSource.

Plumbing Code Training – Part 1 – Learn common mistakes, code clarifications and how to save your company time and money. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 4 year veteran of Labor and Industries. (Plumbing Code CEU course)

Effective Marketing for Contractors (*All contractors*) – Learn the differences between "marketing" and "advertising"; communication skills for the business owner; how to develop a business identity and use it effectively in advertising; and the advantages and disadvantages of the various forms of advertising. Presented by Jan Rohila, Education Program Director for Building Industry Association of Washington.

Apprenticeship – How can it work for my company (*All contractors*) – Sponsor your own program, join an existing program. Prevailing wage and apprentices vs. a trainee. Reciprocity agreements and what are these "Apprenticeship Utilization" requirements. Presented by Edward Madden Apprenticeship Coordinator with Labor and Industries.

Risk Management (*All Contractors*) - Controlling your workers' compensation costs involves many aspects of your business, from hiring and training the right people for the right jobs, to your accident prevention and safety plans, and appropriate and timely responses after an injury occurs. Presented by Diane Doherty, Risk Manager, Labor and Industries.

Department of Labor and Industries
Specialty Compliance Services
Attn: Shari Purves-Reiter
PO Box 44400
Olympia WA 98504-4400



Free Training for Construction Contractors February 9, 2007 Tumwater, Washington

- Want to learn how to **save money** on Workers Compensation premiums or your Unemployment Premiums?
- Do you need to **update** your Accident Prevention plan?
- Would you like to learn how to **manage your cash flow more effectively**?
- Do you have a **written Business Plan**?
- Have you ever wondered whether or not you should **incorporate your business**?

Then this **Free** training event is for you. All of the experts that can answer these questions and many more have been gathered together to bring you **Construction Contractor Training Day**. Twenty-Eight different classes on everything from marketing your business to safety training to customer service issues.

The course has been approved for Plumbing Continuing Education Credit – see our website for details and CEU fee. <http://www.lni.wa.gov/TradesLicensing/Plumbing/TestCert/ContEd/>
OR call 360 902-4666.